

VACATION DONATION POLICY

I. PURPOSE

The purpose of this policy is to establish procedures for regular employees to donate part of their accrued vacation leave on a confidential basis to other employees in need of leave due to illness or injury of the employee or the employee's family member as defined in Personnel Rule 15, Section 9.F(4).

II. POLICY

General Vacation Donations - Employees who anticipate that all of their accrued leave will become exhausted due to a prolonged period of illness or injury may request that their Department Head solicit donations of vacation leave for conversion to sick leave credited to their account. Other employees, with the consent of the employee, may initiate these requests on behalf of the ill or injured employee. Employees shall not solicit donations for themselves. All requests will be in writing. For an employee's own illness or injury, the employee may only accept donations to cover absences through the last day of the elimination period for the City Short Term Disability program.

Short Term Disability Vacation Donations - Employees who are approved for the Short Term Disability benefit under the City's policy may request that their Department Head solicit donations of vacation leave for conversion to the employee's Leave Transfer Account. Only hours in the Leave Transfer Account may be used to supplement the Short Term Disability benefit. Other employees, with the consent of the employee, may initiate these requests on behalf of the ill or injured employee. Employees shall not solicit donations for themselves. All requests will be in writing. Donated leave is intended to supplement the Short Term Disability benefit in order to provide the employee with the equivalent of the employee's normal net take home pay.

The Department Head will determine the approximate hours of leave required to cover the anticipated absence (deducting the ill or injured employee's accumulation of accrued leave). An employee's own accrued leave must be applied to any absence prior to the application of any donated leave. The number of requested hours shall not exceed 350 hours (490 for Fire employees on a 48/96 work schedule) for a General Vacation Donation and an additional 240 hours (336 for Fire employees on a 48/96 work schedule) for a Short Term Disability Vacation Donation. The Department Head shall be responsible for notifying other City employees and the Human Resources Director of the request, including the number of leave hours required. Donations received in response to a request for General Vacation Donations may be used for Short Term Disability Vacation Donations without the Department Head initiating a new request.

III. RESPONSIBILITIES

- a. It is the responsibility of the Employee to request that their Department Head solicit donations on their behalf.
- b. It is the responsibility of the Department Director to provide approval or disapproval of the vacation donation request and to notify City employees and Human Resources of the request.

c. It is the responsibility of the Human Resources Office to determine employee eligibility for the program and to process requests accordingly.

d. It is the responsibility of the Accounting Division to process requests through the payroll process.

IV. PROCEDURES

A. Procedures for Donors

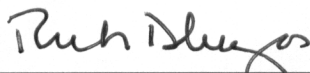
1. Employees wishing to donate vacation leave to an employee shall submit a written notice to Human Resources with their name and employee number, the name of the employee to receive the donation, and the number of vacation leave hours being donated.

B. Procedures for Human Resources

1. Human Resources shall establish and maintain a list of qualified vacation leave requestors.
2. Donated time will be converted to a dollar amount by multiplying the number of hours donated by the donor's hourly rate of pay. The amount is then divided by the requestor's hourly rate of pay to determine the number of donated hours to be transferred to the requestor's sick leave balance or Leave Transfer balance.
3. Human Resources will process the employee's accrued leave balances followed by donations each pay period and provide the Accounting Division with a list of the donations to be processed for the bi-weekly payroll. Leave accrued by employees receiving Short Term Disability benefits and vacation donations will be converted to the Leave Transfer balance and applied to supplement the benefit each pay period.
4. The Accounting Division will make necessary payroll entries to ensure that eligible employees receive the authorized donations.
5. Human Resources will notify the requestor and the donor when a donation has been processed.
6. Human Resources will not process donations that have been received but are not needed.

V. APPROVAL

This policy is effective July 14, 2013 and supersedes City Manager Memo dated March 1, 2013.



Rich Dlugos, City Manager

8-21-13
Date